

DRAFT

**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting
29 June 2004
1900 hours
Classroom #2 Training Annex

I. Call To Order: 7:00 p.m.

Commissioner I. Buchanan	Present	Supervisor Clem	Excused
Commissioner M. Buchanan	Present	LCFR Chief Brown	Excused
Commissioner Habib	Present	Medical Director Sabella	Absent
Commissioner Love	Present	EMS Chair Leo Kelly	Excused
Commissioner Muller	Present	Fire Chair Cunningham	Absent
Commissioner Rambo	Present		

Others: Acting Assistant Chief Howard Dawley (LCFR), Acting Deputy Chief Pat Brandenburg (LCFR), Deputy Chief Jay Brown (LCFR), Acting Deputy Chief Mary Maguire (LCFR), Deputy Chief Matt Partlow (LCFR), Mr. Ben Mays (Loudoun County Budget Office), Mr. John Sandy (County Administration), Mr. Richard MacCready (Co.15), Mr. Bill Lyden (Co.15), Mr. Rick Osedooz (Fiscal Impact Committee), Mr. Dan Cizmar (Loudoun County Budget Office), Chief Bill McGann (Co. 5), President Jonathan Whitbey (Co.17), Mr. Ed Peters (Co.3), Vice President Rick DiZerega (Co. 1), President Steven Porter (Co. 13), President David Ayres (Co. 6), President Mike Kalasanckas (Co.9/19)

I. SPECIAL PRESENTATIONS:

1. Capital Facility Intensity Factors – B. Mays / D. Rambo

Mr. Ben Mays from the Loudoun County Budget Office addressed the Commission on the Board of Supervisor's review of Capital Facilities Intensity Factors. Mr. Mays advised that the Board has established a technical review committee to review the current intensity factors and that the Fire and Rescue Commission has been requested to provide an assessment of fire and rescue system factors. The factors will be used to assess proffers during County rezoning processes. Mr. Mays stated that the County has hired an independent cost estimator to evaluate capital intensity factors and would like to combine their evaluation with the Fire and Rescue Commissions comments in July.

DRAFT

Commissioner Rambo advised that a draft guideline has been prepared for discussion addressing residential intensity factors and their impacts on fire and rescue services. Discussion followed on issues of concern, such as the needs for ladder trucks and heavy rescue squads. Other factors addressed included the impact of commercial, industrial, and institutional uses, especially in the Dulles Corridor. Acting Assistant Chief Howard Dawley advised that additional information regarding commercial development would be obtained from the Council of Governments (COG) to assist with the discussion.

Commissioner Rambo suggested that the FRG be moved to the action item agenda to adopt as an initial approach. Following discussion, the FRG was revised as follows:

- 1 advanced life support ambulance for every 5,000 residents
- 1 engine for every 10,000 residents

Commissioner Rambo moved this item to an action item.

II. PUBLIC COMMENTS: None

III. COMMISSIONER COMMENTS:

Commissioner I. Buchanan None

Commissioner M. Buchanan Commissioner Buchanan announced that the ISO is evaluating the Ashburn and Sterling fire districts. He noted that ISO has not done an assessment since 1983. The second portion of the evaluation, hydrant flow testing, is being delayed due to lack of response from the Loudoun County Sanitation Authority. A recommendation was made to contact the County to move this issue forward.

Commissioner Habib None

Commissioner Love Commissioner Love announced that the Retention and Recruitment Committee has completed four of six audits of volunteer fire and rescue companies from 2003. The remaining two companies, Sterling Fire and Sterling Rescue, are almost complete.

Commissioner Muller None

Commissioner Rambo None

IV. DEPARTMENT REPORT:

1. Department of Fire and Rescue Services – J. Brown / H. Dawley

DRAFT

- Chief Dawley announced that Recruit Class #10 graduated on 11 June 2004 and Recruit Class #11 will begin on the 15 July 2004.
- Chief Dawley advised that the Department was developing a fire and rescue pay scale for consideration by Human Resources later this year.
- Effective 19 July 2004, Acting Chief Jack Brown will be military leave and will be deployed with the Coast Guard. Chief Dawley will become the Acting Chief of the Department and Deputy Chief Partlow will become the Acting Assistant Chief.
- Hazmat 19 has been delivered to the County and will be placed in service by mid-July
- The Department's statement of core values has been approved by the Department's Senior Staff and will be posted on the County's web site.
- Chief Dawley noted that discussions are scheduled regarding mutual aid issues with Frederick County.

2. Operations / Training – P. Brandenburg

- Chief Brandenburg announced that the Training Division is developing on uniform dress and behavior codes for participation in training programs.
- The annual training calendar will be released in August.
- Chief Brandenburg met with the Chiefs and Presidents of Leesburg Fire and Loudoun Rescue on the 9 June to discuss staffing for TRUCK 1 and SQUAD 13. The discussion went well and the next meeting is scheduled for 13 July.
- Chief Brandenburg advised that Aldie Fire President Bernie Boteler plans to meet with VDOT to discuss the problems associated with the proposed roundabouts on the Route 50 corridor that will cause additional traffic accidents and response delays for fire and rescue vehicles.
- The Department is drafting a revised mutual aide agreement with Prince William County to address automatic company responses.
- Chief Brandenburg stated that station staff has started the annual inspection of dry hydrants and tanks.

Commissioner Love asked Chief Brandenburg for information about Upperville's ambulance that is scheduled to begin service as a basic life support unit. Chief Brandenburg was requested to contact Fauquier County to determine the status of the ambulance.

3. Fire Marshal – J. Flippo

Fire Marshal Flippo was not present. Chief Dawley advised that Deputy Chief Brower will replace Chief Flippo on his retirement in August.

4. Communications – M. Partlow

- Deputy Chief Partlow advised that Amy Bunting and Ricky Alford were recently appointed to the Training Officer positions in order to improve consistency between dispatching shifts. Chief Partlow advised that two additional positions would be filled on the remaining shifts.
- Chief Partlow noted that through the efforts of Jeff Fletcher of Department of Information Technology (DIT), a purchase order has been release to install videoconferencing in the remaining fire and rescue stations as well as at County

DRAFT

Administration. There is currently a lack of video projectors for the stations, but Chief Partlow advised that all of the stations should be online by the end of the year. Commissioner Love thanked Mr. John Colway for his explanation and demonstration of the system at Middleburg Fire and Rescue.

- Chief Partlow advised that the Public Safety Committee has been addressing false alarms with the Sheriffs Office. The Committee has also requested information regarding false fire and rescue alarms. In order to address the Committee's request, the Department has developed a simplified list of disposition codes. Chief Partlow and Acting Deputy Chief Maguire will meet to discuss codes and will address them with the Commission in August.

5. Planning / Administration – M. Maguire

- Chief Maguire announced that the Department expects FY06 budget documents and instructions within the next two weeks. She noted that a lot of detail would be required in preparation of the FY06.

V. COUNCIL REPORTS:

1. EMS COUNCIL – L. Kelly / Jay Brown

- Deputy Chief Jay Brown advised that EMS Chairman Leo Kelly organized a successful dinner at Loudoun Hospital where Dr. Sabella's Fire and Rescue Hall of Fame Award was presented.
- Chief Brown noted that the final critique for the Dulles Airport Drill has not been completed. National Airport's drill is scheduled for September.
- Chief Brown stated that starting Thursday, 1 July, all EMS units would have to contact Loudoun Hospital (Lansdowne or Cornwall campus) with patient information in case the receiving physician has questions or instruction prior to arrival.

2. FIRE COUNCIL – J. Cunningham None

VI. MEDICAL DIRECTOR REPORT – Dr. D. Sabella

1. Status of Revision of EMS Dispatch Protocols

Chief Jay Brown advised that both the Operational Medical Director and the Rescue Chief's Committee have reviewed the proposed EMD protocols. He stated that further details are being revised and the protocols should be ready for issue to EMS Council in July. The Commission should expect the protocols in September.

VII. DISCUSSION TOPICS:

1. Volunteer Tuition Reimbursement Program (Status) – A. Hackney / A. Love

Commissioner Love discussed the overall success of the tuition reimbursement program during last fiscal year as well as some issues that have occurred during this first year of the program. She advised that over \$10,000 has been reimbursed to fourteen different volunteers. Clarification of the application process for volunteers is required according to Commissioner Love. She also

DRAFT

advised that while the correct version of the FRG Administration 3.4.2 for tuition reimbursement is online, the FRG does not reflect the correct approval date.

Commissioner Rambo advised that he would correct the problem for re-distribution and replacement of FRG 3.4.2 on the web page. Commissioner Rambo also suggested providing brochures to all local high schools regarding the program as a recruitment incentive.

Chief Maguire advised that she has submitted a request to have the FY04 balance of reimbursement funds retained for combination with the FY05 reimbursement funding.

2. Distribution of FY05 Proffer Replacement Funding (Update) – M. Maguire

Acting Deputy Chief Maguire stated that she has researched the original proffer list compiled in FY02 for additional information regarding Commissioner M. Buchanan's request.

Commissioner Rambo suggested the first quarter proffer distributions should be based on the last year's disbursements. Any differences could be made up in the later quarter. The Commission agreed to disburse the first quarter based on Commissioner Rambo's recommendation.

3. FRG Administration 1.1.2.1, Fire and Rescue Auxiliaries (Action) – D. Rambo

Commissioner Rambo advised that he has not received any additional comments regarding the draft guideline. Commissioner Love suggested a review by the County Attorney to see if the guideline contains any liability for the County. Commissioner Rambo advised that the County is currently providing auxiliaries with property tax relief and therefore no additional liabilities should exist.

Chief Jay Brown suggested creating a separate personnel form for auxiliary members and Commissioner Rambo stated that he develop a specific personnel action form.

Commissioner Rambo moved this item to an action item.

4. FRG Administration 3.5.1, Volunteer and Career Background Investigations (Action) – D. Rambo

Commissioner Rambo discussed the draft guideline and advised that he would like to make a few additional revisions based on comments that have been received.

5. Three-Year Service Plan – D. Rambo / H. Dawley

Commissioner Rambo advised that he has started preparation of a presentation for the Public Safety Committee to address our three-year service plans. Commissioner Rambo identified the key objectives in the presentation. He also stated that a September presentation to the Committee would be planned.

DRAFT

6. Status of Purcellville Fire and Purcellville Rescue Station Discussions – D. Rambo / H. Dawley

Commissioner Rambo advised that the Public Safety Committee endorsed a proposal to the Board of Supervisors to begin development of the Purcellville Safety Center with the Purcellville Rescue Squad and the Purcellville Fire Company. The Board will consider the recommendation at their site 20 July meeting. The proposal will authorize identification of a permanent site, begin design and development activities, begin temporary improvements of the Purcellville Rescue station and begin critical repairs at the Purcellville Fire station. Commissioner Rambo advised that the permanent financing for the project is still being discussed.

6. Prioritization of FY05 Career Staff Placement – H. Dawley

Chief Dawley provided the Commission with an option paper for the allocation of operational staffing approved by the Board of Supervisors as part of our FY05 budget enhancement. The staffing enhancements include:

- Neersville Fire staffing – 8 personnel
- Lucketts EMS unit staffing – 5 personnel
- Purcellville Fire staffing – 8 personnel
- Leesburg Fire TRUCK 1/Loudoun Rescue SQUAD 13 hybrid staffing – 8 personnel

Staffing for all enhancements positions will come from Recruit Class #11, scheduled for completion in December 2004, and Recruit Class #12, scheduled for completion in June 2005. Chief Dawley advised that the Board of Supervisors endorsed 4 additional training lieutenants in FY05 and that 7 current vacancies exist. He stated that with the pending graduation dates for the recruit classes, the Department makes the following recommendation for staff deployment:

Recruit School # 11

- 18-19 recruits
- Lucketts EMS of 5 personnel
- Purcellville Fire staffing of 8 personnel
- Other existing vacancies of 5-6 personnel

Recruit School #12

- 21-26 recruits
- Neersville Fire staffing of 8 personnel
- Leesburg Fire TRUCK 1 / Loudoun Rescue SQUAD 13 staffing of 8 personnel
- Other existing vacancies of 5-10 personnel

Following discussion, the Commission placed the deployment recommendations on their agenda for 31 August 2004.

7. Status of Board of Supervisors Actions – H. Dawley

- **Resolution of Appreciation for the Old Dominion Kennel Club**

DRAFT

DRAFT

Commissioner Rambo advised that the Board endorsed a Resolution of Appreciation for the Old Dominion Kennel Club for their involvement and support to Loudoun's Fire and Rescue System on 15 June 2004.

- **Fire and Rescue Commission Appointments**

Commissioner Rambo advised that the Board of Supervisors is scheduled to consider Commission appointments their 6 July meeting.

8. Capital Facilities Programs and Issues (Status)

Chief Dawley stated that Department of General Services would attend the Commission's August meeting to review several topics regarding the fire and rescue capital facilities program.

- **Dulles 28/7 Property Acquisition – M. Maguire**

Chief Maguire stated that the Department is continuing to pursue a land purchase within the Route 7/28 corridor.

- **South Riding Fire and Rescue Station Construction Schedule - H. Dawley / M. Maguire**

Chief Maguire advised that Toll Brothers and the County Administrator's Office are in conference regarding land dedication for the South Dulles Fire and Rescue Station site. The property must be dedicated to the County before the construction RFP can be issued. Construction drawings are complete and the civil engineering plans are awaiting final elevation information.

- **Dedication of Moorefield Temporary Fire and Rescue Station - H. Dawley / M. Maguire**

Chief Maguire advised that Certificate of Occupancy inspection is expected on 30 June. The emergency generator and other change orders remain to be finalized, but the Station will be ready by 15 July as scheduled.

- **Training Center Annex Development Schedule / Appointment of Volunteer Representative to Development Team – H. Dawley / M. Maguire**

Chief Maguire advised that construction delays have resulted in additional project costs. Development of an approach to address cost inflation is needed before solicitation of a contractor can begin. A meeting with the Department of General Services (DGS) will be scheduled to discuss alternatives.

e. Station Renovation / Rehabilitation Study Meeting Schedule and Final Reports – H. Dawley / M. Maguire

DRAFT

DRAFT

Chief Maguire advised that final assessment reports should be forwarded to each company during the week of 5 July. A comprehensive report of all stations and matrices of the overall recommended improvements will be forwarded to the County after review with each company. Heery will meet with each Company to discuss and clarify the information provided.

f. Rural Water Supply Tank Installations FY04 and FY05– H. Dawley / M. Maguire

FY04 - Chief Maguire advised that the County has awarded the contract for the installation of three rural water supply tanks. The tanks at the Neersville Fire Station and the Bluemont Community Center are nearly complete. Right-of-way easement issues and neighborhood concerns have caused a delay in the installation of the Lincoln Elementary tank. The DGS is hiring a contractor to install three dry hydrants and signage for existing dry hydrants.

FY05 –Chief Maguire advised that the priority list for rural water supply tanks was developed over three years ago and we should reassess our priorities prior to any further installations.

9. First Due Mapping Issues – M. Buchanan

Commissioner M. Buchanan advised that there has not been any resolution of this concern from the Fire Council.

10. Radio System Failure Plan – M. Partlow

Chief Partlow provided the Commission with a proposal for operation of the fire and rescue radio communications system in the event of failures. The following situations were addressed in the proposed plan:

- Total Loss of the 800 MHz System (Condition Red) – Condition Red means a total failure of the 800 MHz system and failure of the communications path to notify fire and rescue units of emergency incidents via low band paging and voice announcements. Condition Red also eliminates the ability to patch talk groups. Emergency button activation features are non-functional during this condition.
- Radio System In Fail Soft (Condition Orange) – Condition Orange means that the 800 MHz radio system has lost the ability to use trunking and simulcasting features. Under this condition, the 800 MHz system reverts to a conventional repeated radio system. The talk groups are clustered and assigned to a specific channel and tower within the system. Channels will allow only one talk group to operate at a time. The ability to communicate on the specified “fail soft” channel will be based on a first come, first serve basis, allowing only one unit to talk at a time.

DRAFT

Chief Partlow advised that the EMS and Fire Councils reviewed the proposal. The proposal was adopted by straw votes for a 60-day trial period. He advised the trial period would allow sufficient review by the stations. Permanent adoption of the proposal can be considered at the Commission's 31 August meeting.

Without objection, Commissioner Rambo moved this item to the action item agenda.

11. Frederick County (MD) Mutual Aid Agreement – J.J. Brown

Chief Jay Brown advised that once a meeting with the Loudoun County's Operational Medical Director and the County Attorney occurs, recommendations will be provided to the Department and the Fire and Rescue Commission.

12. FRG Operations 1.2.7, Traffic Pre-emption Systems – D. Rambo

Commissioner Rambo recommended that the Commission review FRG Operations 1.2.7 in order to prioritize locations for traffic pre-emption systems and address new VDOT standards for pre-emption systems. Commissioner Rambo asked that everyone to review the current FRG and provide recommendations at the next Commission meeting.

13. FRG Administration 1.1.2.2, Fire and Rescue Station Designations – D. Rambo

Commissioner Rambo provided the Commissions with a draft of FRG Administration 1.1.2.2, developed to formally establish the designations for all current and planned fire and rescue stations. Following revision, the Commission placed the guideline on the action item agenda.

14. Junior Firefighter Ordinance Status – J.J. Brown

Chief Jay Brown advised that the Virginia Department of Fire Programs has instituted a policy change to the Junior Firefighter program. The Commissioner of Labor and Industry has advised that enforcement of existing regulations regarding junior firefighter programs will begin on 1 July 2004.

Under the regulations, junior firefighter programs require the following:

- An ordinance from the City, County or Town authorizing junior firefighters age sixteen years of age or older.
- Parental approval to work with or participate fully in all activities of a fire company.
- Insurance coverage provided by the jurisdiction or the fire department.
- Certification of the junior firefighter under the National Fire Protection Association Standard (NFPA) 1001, Firefighter 1.

Students will have to provide valid proof of each item a, b and c above prior to attending Firefighter 1 class. Once minors 16 and 17 years of age are certified under the NFPA 1001, they may participate fully in all activities. Minors 14 and 15 years of age will not be able to participate in firefighting or support activities of

DRAFT

the department, allowing them participation only in administrative, or non-hazardous station duties.

Chief Brown provided the Commission with a copy of Loudoun County's ordinance, adopted in 1982, meeting the requirements of the Commissioner of Labor and Industry.

15. Initial Issues Associated with NOVA Manual Operations – P. Brandenburg / M. Buchanan / F. Muller

Deputy Chief Brandenburg advised that he has not received many concerns regarding operations under the NOVA manuals. Commissioner Muller noted that familiarization with the structure of manuals seems to be the most significant problem.

16. Length of Service Awards Program (LOSAP) Point Clarifications – A. Love

Commissioner Love provided the Commission with recommendations for clarification of point categories used in the LOSAP program. The Retention and Recruitment Committee developed the proposal in response to recent changes in the program's annuity.

The Commission discussed several issues associated with the proposal, including standby points and methods that administrative members can use to qualify for points from running calls and assigned duties. Commissioner Habib expressed concern for the use of the word "assigned" in several sections of the proposal since this time is volunteered. Commissioner Love advised that she would take our comments to the Retention and Recruitment Committee for additional discussion.

17. Fire Apparatus Definitions – D. Rambo

Commissioner Rambo asked Commissioners Habib, M. Buchanan, and I. Buchanan to begin work with the Fire Council to develop basic definitions for the principal types of fire apparatus in the system. Chief Brandenburg advised that the basic definitions have been prepared and that he would forward a copy to the Commission

18. Countywide Healthcare Facilities Plan – J.J. Brown / D. Rambo

Commissioner Rambo advised that the Board of Supervisors is continuing to review zoning modifications associated with the location of a second hospital in the County. He indicated that he has requested Chief Jay Brown, and EMS Council Chairman Kelly to stay touch with the subject and advise the Commission of any new developments.

Deputy Chief Jay Brown advised the Commission that input from the stakeholders was provided on the 14 June and that the Public Safety Committee has asked the Health Systems Agency (HAS) to analyze the proposals. Chief Brown advised that the Planning Commission is also reviewing the issues.

DRAFT

VIII. ACTION ITEMS:

1. Consideration of Minutes from 27 May 2004 Commission Meeting

A motion was made by Commissioner Love and seconded by Commissioner I. Buchanan to approve the 25 May Commission Minutes.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

2. Consideration of FRG Administration 1.1.2.1, Fire and Rescue Auxiliaries

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to adopt FRG Administration 1.1.2.1, Fire and Rescue Auxiliaries.

*The motion was adopted (5-1-0-0)
(Commissioner Love opposed, Acting Chief Brown excused)*

3. Consideration of Commission Bylaw Amendment

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Habib to approve the Bylaw Amendments as reviewed at last month's Commission meeting.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

4. Final Approval of FY05 Proffer Replacement Fund Distribution

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Love to approve the distribution of first quarterly payment of FY05 proffer funds based on the FY05 distribution matrix with subsequent payments approved by the Commission a later date.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

5. Capital Facility Service Standards Recommendations

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to endorse the following Capital Facility Service Standards for recommendation:

- 1 Fire-Rescue Station for every 10,000 residents
- 1 Engine for every 10,000 residents
- 1 ALS ambulance for every 5,000 residents
- 1 Ladder truck for every 30,000 residents
- 1 Heavy Rescue Squad for every 50,000 residents
- Individual assessments will be needed for public projects that contain certain public safety risks

DRAFT

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

6. Consideration of FRG Administration 1.1.2.2, Fire and Rescue Station Designations

A motion was made by Commissioner Rambo and seconded by Commissioner Habib to adopt FRG Administration 1.1.2.2, subject to the following changes:

- Station 1 to read: "Loudoun Street Station"
- Station 11 and 15 to read: "South Sterling Safety Center"
- Station 18 and 25 to read: "North Sterling Safety Center"
- Station 20 to read: "Plaza Street Station"
- Station 22, formally Xerox Fire Brigade to transition to: "Ashburn Volunteer Fire Rescue Company, Lansdowne Station"
- Station 23 to read: "Ashburn Fire and Rescue Company, Moorefield Station"

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

7. Consideration of Disposition Code for Fire Alarm Reporting

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to adopt initial disposition codes for fire alarm reporting with an effective date of no later than 1 August 2004. The Department of Fire and Rescue Services shall distribute the disposition codes to all fire and rescue companies and stations.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

8. Consideration of the Radio Failure Plan

A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to adopt the Radio Failure Plan for a 60-day trial period with a review to be scheduled for the August Commission Meeting.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*

IX. ANNOUNCEMENTS:

1. Summer Recess for the Fire and Rescue Commission

Commissioner Rambo reminded everyone of the July Summer Recess for the Commission. The next scheduled meeting will be the last Tuesday in August (31 August 2004).

2. Graduation for EMT-Basic, EMT- Intermediate, Firefighter I, and Command Course, 15 July 2004 at 1900 hours at Heritage High School

DRAFT

Commissioner Rambo advised that on 15 July, graduation ceremonies will be held at 1900 hours at the Heritage High School for the EMT-B, EMT-I, Firefighter I, and the Command Courses.

3. Acting Chief Brown's Military Deployment

On behalf of the Fire and Rescue Commission, Commissioner Rambo wished Acting Chief Jack Brown the best for his safety and health during his military deployment.

4. Leesburg Parades

Deputy Chief Jay Brown advised that there would be Fourth of July parades in Leesburg and Purcellville. He noted that the Board of Supervisors has informally requested that the system support both the Leesburg and Purcellville parades.

5. Station 23 Dedication

Chief Maguire noted that the dedication of Temporary Station 23 would most likely take place at the end of July or early August.

X. EXECUTIVE SESSION: None

IX. ADJOURNMENT:

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Love to adjourn the Commission until 31 August 2004 at 1900 hours at the Training Center.

*The motion was adopted (6-0-0-0)
(Acting Chief Brown excused)*